JITENDER KUMAR KABEER

Contact : 0332-0301880 0300-2039856
E-Mail : **JITENDER.KABEER@YAHOO.COM**
Address : House # 12 Eidgha Maternity Hospital V.Patel road near bohrapir Karachi

OBJECTIVES

To encounter all challenges of competitive environment, to achieve perfection along with satisfaction and to explore all possible opportunities to utilize best of my knowledge.

EXPERIENCE

PERIOD	POSITION AND PLACE	ORGANISATION
June 2006 to Still	**Collection Representative, Karachi.**	**World Call Telecom Limited an Oman Telecommunications Company Karachi Pakistan**.

HIGHLIGHTS:

FINANCE . ADMINISTRATION . CUSTOMER RELATION OFFICER.
BILLING ASSISTANT . CORPORATE CLIENTS DEALS RECOVERY & COLLECTION

RESPONSIBILITIES:

- ⇨ Responsible for achieving the collection target every month.
- ⇨ Maintain all customer profile.
- ⇨ Remind the customer for his monthly and partial amount to submit on due date.
- ⇨ Send customer data monthly or partially payment schedule through by mail, e mail or courier.
- ⇨ Handle the cash and receive the outstanding bills from customers.
- ⇨ Coordinate the recovery department solved the problem cases.
- ⇨ Solve billing quires view disconnection reconnection and send billing problem to concern departments.
- ⇨ Assurances of welcome & pre-emptive calling.

- ⇨ Carried out collection trainings for the staff.
- ⇨ Ensure processes are properly implemented.
- ⇨ To ensure early resolution of customers complaints as per process.
- ⇨ Monitoring of courtesy calling.
- ⇨ Supervisory reviews, call monitoring and browsing.
- ⇨ Skip tracing and visit sheet monitoring.

AWARDS ACHIVEMENTS

Collection Officer of the Year Outstanding Performance during Year 2006-2007
Certificate of Appreciation "Active Participation" to Achieve Collection Targets 2007-2008
Collection Representative of the Year Outstanding Performance during Year 2009
Certificate of Appreciation "Excellent Performance" during the Year 2010

KEY SKILLS

- Ability to lead business forward bring energy and focus on the development of new business, setting strategic directions to meet the company's objective.
- A confident persuasive team player with an ability to communicate effectively across diverse culture to achieve exceptional business performances.
- Desire to grow a business to new levels of success.

IT KNOW HOW

Conversant with Windows 98 / 2007 / XP / Vista, MS Office-2010, and Internet Applications.

ACADEMIC QUALIFICATION

2006 INTERMEDAITE
2004 MATRICULATION

PERSONAL DOSSIER

Father Name	: Chaman lal
Date of Birth	: 09-12-1985
Nationality	: Pakistani.
Religious	: Hindu
Languages	: English, Urdu & Gujrati
Marital Status	: Single
N.I.C	: 42301-9339101-3

REFERENCE

Will be provide upon request.

Certificate of Appreciation "Excellent Performance" during the Year 2010

WorldCall Telecom Limited

Certificate of Appreciation

This certificate is awarded to

Mr. Jeetender Kumar Kabir

in recognition of his
"Excellent Performance"
during the year January – December 2010.

Mr. Amir Mahmood
(Chief Commercial Officer)

Mr. M. Nadeem Akram Khan
(Director HR & OD)

Collection Representative of the Year Outstanding Performance during Year 2009

Worldcall Telecom Limited (An Omantel Company)

"Collection Representative of the Year"

This certificate is awarded to

Mr. Jeetender Kumar Kabir

in recognition of his
"Excellent Performance"
during the year 2009.

Year - 2009

1ST

Mr. Amir Mahmood
(Director Corporate Finance)

Mr. M. Nadeem Akram Khan
(Director HR & OD)

Certificate of Appreciation "Active Participation" to Achieve Collection Targets 2007-2008

Worldcall Telecom Limited - Broadband Karachi

Certificate of Appreciation

This certificate is awarded to

Mr. Jeetender Kumar Kabir

in recognition of his "Active Participation"
to achieve Collection Targets
during the year 2007-2008

2007-2008

Akbar Naqi
Executive Director

Amir Mahmood
General Manager Finance

Collection Officer of the Year "Outstanding Performance" during Year 2006-2007

WorldCall Telecom Limited - Broadband Karachi

Collection Officer of the Year

This certificate is awarded to

Mr. Jetinder Kabir

in recognition of his "Outstanding Performance"
during the year 2006-2007

2006-2007

Akbar Naqi
Executive Director

Amir Mahmood
General Manager Finance

HR- WSL-South-**700151**
January 13, 2016

To Whom It May Concern

This is to certify that **Mr. Jeetender Kumar Kabir** has been working with Worldcall Telecom Limited since 13, June 2006 till to date, in **Billing & Collection** Department as **"Representative"** on permanent basis.

We are issuing this letter on the specific request of the employee without accepting any liability on behalf of this letter or part of this letter on our organization.

Asad Gul

Asad Gul
Manager Recruitment & Records

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